



## Pilot of Blended Supervision – Project Working Group

*An entity of the Council of Education*

### 1. Introduction

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the Policy).

These Terms of Reference include the following:

- matters specific to the Pilot of Blended Supervision Project Working Group (the PBS WG);
  - membership specifications, including any variation to the policy permitted by the Council of Education (COE); and
  - where relevant, any variation of conduct of meeting requirements permitted by COE.

Otherwise, refer to the Policy for details of all matters pertaining to the operation of the PBS WG.

### 2. Membership

The PBS WG shall comprise the following members:

(a) Ex-officio members:

- Up to two (2) delegates from the FACEM membership of the Council of Education (COE) and/or Regional Deputy Censors;
- Up to two (2) delegates from the FACEM membership of the Accreditation Subcommittee (ASC).
- One (1) delegate from the Workforce Planning Committee (WPC).
- One (1) delegate from the FACEM membership of the Regional, Rural and Remote (RRR) Committee.
- One (1) delegate from the FACEM membership of the Telehealth Working Group.
- One (1) delegate from the Quality and Patient Safety (QPS) Committee.
- Up to two (2) Directors of Emergency Medicine Training (DEMTs)

(b) Up to four (4) 'ordinary' FACEM members with experience relevant to the roles and responsibility of the Working Group, and including at least one (1) FACEM resident in New Zealand.

(c) one (1) FACEM Training Program trainee appointed pursuant to College processes.

The Working Group will have the ability to co-opt up to two (2) additional members with knowledge and/or expertise not already possessed by the ordinary members.

The Chair shall be either one of the ex-officio delegates from COE. If neither of the COE delegates is unable to undertake that role, the Chair shall be the ex-officio delegate from the WPC. If neither the WPC delegate nor the COE delegates is able to undertake that role, then the Chair shall be nominated from among the remaining ex-officio delegates and the ordinary FACEM membership of the PBS WG for appointment by COE.

The Deputy Chair shall be nominated from among the ex-officio and ordinary FACEM membership for appointment by COE.

In attendance (non-voting):

- Deputy CEO
- Executive Director Education
- Executive Director Training
- Manager Workforce Planning and Inclusion
- Relevant College staff as required.

ACEM staff members in attendance do not have voting rights.

The PBS WG is time-limited and so, no 'spill' of the membership of the Working Group will be required. Should any casual vacancies arise as a result of individual member resignation, these will be filled pursuant to College processes.

### **3. Responsibilities and authority**

#### **3.1 Role and Responsibilities**

The primary role of the PBS WG is to provide guidance and management of a project that will pilot a blended onsite-remote clinical supervision placement model for FACEM trainees. This project is the implementation of Recommendation #4 from ACEM's Workforce Planning Strategy.

As part of improving access to rural FACEM training opportunities, ACEM will explore the feasibility of a blended supervision model, which sees traditional onsite clinical supervision supported with some remote clinical supervision/telesupervision.

This pilot will establish the resources and tools required to implement and sustain a blended supervision training rotation, trialled via a network of accredited rural training sites.

This pilot aims to establish the feasibility of creating unique training opportunities – it is not intended that virtual clinical support replace in-person specialist workforce requirements.

The responsibility of the Working Group will include providing advice and direction on the following activities:

- The development of an associated project plan;
- exploring enablers and barriers to implementing a blended onsite-remote supervised placement model for FACEM trainees;
- development of a project protocol which will include relevant College processes, regulations and frameworks need to undertake the pilot of a blended supervision model;
- implementation of the pilot of a blended supervision training rotation;
- development of content to assist in the delivery of workshops / seminars to participating pilot services and associated staff (supervisors and trainees). These workshops will be developed to:
  - Orient participants to the relevant pilot training position regulations and processes;
  - Examine relevant technological requirements, risks associated with IT infrastructure and likely IT issues that will be experienced, troubleshooting these, and processes that will be in-place to ensure patient safety and trainee welfare.
- Monitoring and evaluation of the pilot project sites, including the development of processes to maintain patient safety and trainee safety and wellbeing.

In support of this, the PBS WG responsibilities are to work collaboratively with College staff to:

- Develop a project plan and all relevant project documentation; and
- report on progress and achievements to COE, the ACEM Board and the WPC;

The working group is time-limited until 31 March 2026.

### 3.2 Extent of Authority

The PBS WG shall have delegated authority to make decisions where a routine process/procedure is present regarding the above matters. Where there is none, the PBS WG shall make recommendations to COE and where required, through it to the ACEM Board.

The PBS WG does not have authority to waive, vary or otherwise depart from:

- above stated responsibilities;
- these Terms of Reference;
- the Policy;
- the terms or requirements of any approved College policy or regulation; and
- the requirements of ACEM's Constitution.

Matters requiring decision outside of scheduled meetings may, at the discretion of the Chair, be determined by the Chair or by the whole PBS WG as required. Matters dealt with by the Chair will be tabled at the next meeting.

### 3.3 Conflict of Interest

Individual PBS WG members must declare any conflict of interest and otherwise act in accordance with the ACEM Conflict of Interest Policy. The details of any declaration of a conflict of interest must be fully recorded in the minutes of the relevant meeting.

### 3.4 Reporting

The PBS WG reports to COE.

The PBS WG shall supply a written report to COE following each of its meetings, together with any recommendations that require consideration and approval by COE and/or the ACEM Board.

## 4. Meeting Requirements

The policy allows for variation of some of the meeting requirements, where this has been approved by COE. COE has approved such variations to the extent shown below only. Otherwise, see clause 8 of the policy.

(a) Voting Rights

- Staff members in attendance do not have voting rights.

## 5. Document Review

Timeframe for review: as required in line with 3.1 above

### 5.1 Responsibilities

Document authorisation:	COE
Document implementation:	Deputy Chief Executive Officer
Document maintenance:	General Manager, Governance and Standards

**5.2 Revision History**

Version	Date of Version	Pages revised/Brief Explanation of Revision
V1	Feb-2022	Version one approved by ACEM Board